



## **EXECUTIVE COMMITTEE**

Monday, June 26, 2017

1:30 P.M. – 2:00 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

### **DRAFT MINUTES**

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Monday, June 26, 2017 at the ADDPC Office, 3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>	
John Black, Chairperson, Telephone	Ray Morris, Telephone
Melissa Van Hook, Vice-Chair, Telephone	Andrew Robinson, Telephone
Monica Cooper, Telephone	Larry Wanger, Telephone
Matthew Isiogu, Telephone	

<b>Members Absent</b>
Andrew Robinson, Telephone

<b>Staff/Guests</b>	<b>Guests</b>
Erica McFadden, Executive Director	
Lani St. Cyr, Staff	
Marcy Crane, Staff	

#### **A. Call to Order/Welcome**

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 1:32 P.M. Roll call and participant introductions were completed.

#### **B. Approval of Meeting Minutes**

The minutes from the May 17, 2017 Executive Committee meeting were reviewed.

- A motion was made by to approve the May 17, 2017 Executive Committee Meeting Minutes by Larry Wanger.
- The motion was seconded by Monica Cooper.
- The motion carried.

### C. Review of 2018 Contracts for Renewal

- **State of AZ Department of Law – Legal Services.** This is a standard annual contract with the Attorney General's office to pay for legal services retainer at a yearly cost of \$2,000. The motion was made to approve the contract for 2018 by Melissa Van Hook. The motion was seconded by Larry Wanger. The motion was unanimously carried.
- **On Advertising.** The contract proposed for 2018 is for \$15,000, which includes \$10,000 for graphic design of the annual report, publications, and marketing support; and another \$5,000 for hard costs printing, such as letterhead, envelopes, and business cards. Ray Morris asked how their performance has been. Erica McFadden stated that they have been responsive and have delivered high quality work. The contract from last year was \$25,000, so this contract has been reduced based on the Council's actual use. The comment was made by John Black if we are only charged for what we use. Melissa Van Hook moved to approve the 2018 contract for On Advertising in the amount of \$15,000; the motion was seconded by Ray Morris. The motion was unanimously carried.
- **Randstad - Krystal Downie.** Erica McFadden stated that Krystal was currently being paid minimum wage through Randstad and the contract for this year was ending on June 30<sup>th</sup>. Erica McFadden requested that the Council raise her pay to \$20/hour, in line for what she is doing with social media, writing, and research for the next 6 months. By the end of the summer, her hours will move up to 32. The 6 months will give the Council time to determine if they want to add on a permanent position based on budget and Council goals. Melissa Van Hook and Ray Morris both enthusiastically supported Krystal staying on. Melissa said she was a joy to work and did good quality work. The committee wanted the Executive Director to pass along the message to Krystal. Ray Morris moved we approve the contract in the amount of \$22,000 for 2018. Melissa Van Hook seconded the motion. The motion unanimously carried.

### D. Announcements

Ray Morris has been deployed with FEMA. He will be reaching out to the AK Developmental Disabilities Planning Council regarding disaster preparedness. Melissa Van Hook and Michael Leyva returned from the Association of People Supporting Employment First. Melissa said she was excited to share new project ideas she learned and will be convening an Employment committee meeting soon.

### E. Adjourn

John Black, Chairperson called for a motion to adjourn the meeting. A motion was made by Monica Cooper to adjourn; motion seconded by Larry Wanger. The meeting adjourned at 1:53 P.M.